



City of Torrance

PROMOTIONAL OPPORTUNITY

Police Lieutenant (Job Code 14017313)

Pay Range: \$9589, \$9733, \$9827, \$10,073 per month

Benefits: Please refer to the Torrance Police Commanders' Association Memorandum of Understanding <http://www.torranceca.gov/10032.htm>.

Position Overview

Under general supervision, to have responsibility for the activities of a shift or a functional unit or detail performing investigation, patrol, traffic, and juvenile duties; and performs related work as required.

For a detailed job description, please visit <http://www.torranceca.gov/7344.htm>.

Candidate Qualifications

Education: Bachelor's degree or higher from an accredited college or university with major coursework in Criminal Justice, Public or Business Administration, Political Science or closely related field; **AND** possession of a POST Advanced Certificate. The determination of qualified related Bachelor's degrees shall be at the discretion of the Police Chief.

Experience: Minimum of six (6) years of police work with at least three (3) years of the required experience with the Torrance Police Department. Appointment to permanent rank of Sergeant on the Torrance Police Department.

Application and Selection Process

Interested candidates are required to submit an electronic (on-line) City Application and resume, prepared according to a specific format. Resume instructions are contained in the attached bulletin supplement. **Please include on application under "license, certificate or credential" the POST advance certificate and certificate number.**

The application filing period opens **Monday March 24, 2014, 7:30 a.m. and closes Monday April 7, 2014, 5:30 p.m.** The on-line application is accessible at <http://www.torranceca.gov/3839.htm> or through the Human Resources' home page.

Qualified candidates will be invited to participate in the examination process. The examination will consist of:

| <u>Test Type</u> | <u>Weight</u> |
|------------------|---------------|
| Internal Oral | 60% |
| External Oral | 40% |

The Internal Oral Board will be comprised of Torrance Police Department Captains and will include a City Department Head or their representative.

The External Oral Panel will be comprised of raters from departments similar to the Torrance Police Department.

Special Notes

Please refer to the supplement for tentative exam dates and resume format requirements.

This recruitment was ordered to create a one year eligibility list.

Employees in certain assignments are required to file an annual financial disclosure statement in accordance with the City of Torrance Conflict of Interest Code. Information about this requirement may be obtained from the City Clerk's office.

Candidates may call (310) 618-2915 with application or testing questions.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

**CITY OF TORRANCE
POLICE LIEUTENANT
BULLETIN SUPPLEMENT**

TENTATIVE EXAM SCHEDULE 2014

| | |
|----------------|--------------------------------|
| Filing Period | March 24, 2014 – April 7, 2014 |
| Internal Orals | May 22, 2014 |
| External Orals | May 22, 2014 |

RESUME INSTRUCTIONS

Candidates are required to submit a resume AND a standard City application form. Electronic applications are **required**. Both applications and resumes will be used to determine your qualifications and will be provided to both the internal and external panels. Copies of resumes will be made by Human Resources and will be supplied to each member of the boards.

Hard copy resumes must be submitted unbound on 8 1/2" x 11" white paper.

RESUME FORMAT – Must submit with this content to be considered for the examination.

Resumes may be turned in by email to jobinfo@TorranceCA.Gov or hardcopy to Human Resources by the filing deadline April 7, 2014.

EDUCATION AND TRAINING: Include formal education and significant management training which relates to the position of Lieutenant and demonstrates your qualifications. (NOTE: The Internal Board will have copies of your departmental training record). **P.O.S.T. advanced certification and number MUST be provided or application may be disqualified.**

School, Major Subjects, Completed Units (indicate semester or quarter units), Degree, Certificates – indicate issuing agency (example: P.O.S.T.)

EXPERIENCE: Read the experience requirements in the bulletin before preparing this section. Begin with your most recent job. List separately each position held, even with the same employer. Include all experience which may help to qualify you for the job.

List a chronology of your work experience with the Torrance Police Department and relevant experience outside the Department. For your Departmental experience, list specific assignments.

For each position, indicate your employment history with beginning/ending dates with the month and year, total time with the number of years and months, hours each week, salary per month, title of each position, duties performed, organization name, address, employer's business, supervisor's name, title and phone number, reason for leaving. Indicate if you supervise and the number of employees supervised.

PROFESSIONAL ORGANIZATIONS: List all organizational memberships of a professional or civic nature. Note any leadership positions you have held.

NOTEWORTHY ACHIEVEMENTS: List any major accomplishments related to police work or community involvement.

COMMUNITY ACTIVITIES: List any outside activities with the community not previously indicated.